

Mission Business Manager-13

**Core Requirements**

1. As a Mission Business Manager (budget, accounting, pricing, project support, and general business management) on major GSFC flight missions, the incumbent supplies general business management expertise in the establishment of the technical program objectives. He/she is responsible for the application of resources and project support management techniques in the accomplishment of those objectives. The incumbent is responsible for all aspects of estimating budget, accounting, workforce and travel system operations relating to planning, analysis, formulation, justification, presentation, execution, and review of the development, procurement, and modification of significant national and international missions. He/she oversees the resolution of operating problems relating to the accomplishment of the financial, workforce, travel, and other general business portions of mission objectives in conformance with NASA financial and other business regulations.
2. The incumbent provides advice and guidance to mission and line managers on the interpretation of R&D, workforce, travel, and other budget estimates and the formation of budget requests in support of multiyear development of major space missions. He/she determines the time-phasing of R&D, workforce, and travel budget plans (i.e., acquisition and use of funds) to coincide with costs incurred or payments to contractors for completion upon milestones in development, procurement, or modification of systems. He/she modifies budget estimates as necessary to conform to changes in technology, manufacturing deadlines, and program direction and works to execute the budget as approved.
3. The incumbent provides general business expertise to the mission as required by the Principal Investigator, mission manager, or Program Manager, which may include institutional support, space and facilities management, launch-site support, property and inventory management, scheduling support, configuration management, meeting and conference support, public affairs interface, and general logistics functions.
4. The incumbent provides procurement support by preparing Purchase Requests (PRs), including Small Purchases System (SPS) PRs, preparing Grants Requests and associated reports (including CASE Reports), developing preliminary Work Breakdown Structures (WBSs) and detailed cost estimates for large procurement actions, developing contractor cost proposal and reporting formats, evaluating offeror cost proposals, establishing (with the Contracting Officer) cost/price objectives for contract negotiations, and participating actively as a member of the negotiation team. He/she conducts numerous and diverse business studies (R&D and workforce) for a variety of decision-making processes, such as the decision to contract for support services or to use Civil Service personnel.
5. The incumbent evaluates contractor and GSFC financial and workforce operations; contract and in-house R&D; workforce, travel, and other cost reports; and potential mission general business needs (e.g., logistics, launch-site support), and provides the Project Manager and Center management with up-to-date business status of the total mission. He/she establishes systems and analysis techniques for the effective monitoring of financial and general business progress and status, determines the interrelationship of all mission events relative to

their effect on resources, and ensures continual assessment and reporting of R&D, workforce, and travel budget status and forecasts, as well as the status of other general business functions critical to mission management. The incumbent is responsible for all mission accounting systems, budget systems, workforce systems, management-reporting systems, and business management analysis. Some of these systems provide data for use by Agency and Center systems; others are separate from and not included in Agency or Center systems.

6. The incumbent is responsible to his/her supervisor for assuring that the work assignments of other employees that may be assigned to a specific mission are carried out by performing a range of duties such as:
  - Distribute and balance the workload among employees in accordance with established workflow or job specialization and assure timely accomplishment of work.
  - Instruct employees in specific tasks and job techniques and make available written instructions, reference materials, and supplies.
  - Give on-the-job training to new employees in accordance with established procedures and practices.
  - Maintain current knowledge and answer questions of other employees on procedures, policies, directives, etc., and obtain needed information or decisions from supervisor on problems that come up.
  - Check on work in progress, spot check and review completed work to see that supervisor's instructions on work sequence, methods, procedures, and deadlines have been met.
  - Amend or reject work not meeting established standards, referring unusual situations to supervisor.
  - Report to supervisor on performance, progress, and training needs of employees.
  - Make "information suggestions" to supervisor as requested concerning promotion, reassignment, recognition, and personnel needs.
  - Make recommendations concerning performance appraisals of employees in the work unit as requested by the supervisor.
7. The incumbent frequently acts for or speaks for the Program Business Manager on mission-specific financial, procurement, workforce, travel, logistics, and other general business matters.
8. The incumbent performs required travel.

## **Other Information**

### ***Knowledge Required by the Position***

1. A general knowledge of all operating programs, functions, and objectives of NASA, a general knowledge of the technical, science, and program management objectives of the Program.
2. Knowledge of the federal budget process and the NASA planning/programming/budgeting system in order to develop long-range (multi-year) R&D, workforce, and travel budget plans to support the development, acquisition, and launch of a major flight segment and ground segment. Skill in applying the Agency's and GSFC's policies, regulations, guidelines, and processes to develop R&D, workforce, and travel budgets.
3. Knowledge of GSFC institutional and general business management policies, guidelines, and processes in institutional support, space and facilities management, launch-site support, property and inventory management, scheduling, configuration control, meeting and conference support, public affairs, and logistics. Skill in applying these policies, guidelines, and processes in support of mission operations.
4. A background in the concepts, principles, regulations, and practices of government procurement, including major and small purchases, grants, and pricing support requirements.
5. Ability to analyze GSFC and contractor cost and workforce proposals and business reports, and skill in negotiating with contractors during contract negotiations and at various contract performance reviews. Ability to analyze and provide mission requirements in the general business functions.
6. A firm foundation in legal principles government business transactions and business relationships.
7. Knowledge and familiarity in the use of computers and their application in an automated office environment.
8. Ability to communicate orally and in writing.

### ***Supervisory Controls***

The incumbent works under the supervision of the Program Business Manager. The incumbent receives assignments in broad terms of scope and objectives that are applicable to the areas of assignment. The incumbent independently performs analyses and renders advice. Precedent matters are also discussed and guidance given on past organizational/operational policies and difficult/controversial problems, and technical aspects of work that involve broader program implications will be monitored and mutual resolutions arrived at as appropriate. Work is reviewed by supervisor in terms of soundness of judgment, objectives achieved, and advice and counsel provided to management. The incumbent is responsible for coordinating recommendations and actions. Completed work is reviewed for effectiveness in achieving general business support for mission operations.

### ***Guidelines***

Guidelines consist of broad NASA policies and regulations covering most aspects of general business management under the federal budget process. The nature of the Program is such that considerable inventiveness, resourcefulness, and ingenuity are required in adapting the generalized policy guidance to the fiscal aspects of the varied operations and numerous organizational segments.

### ***Complexity***

Effort involves reviewing detailed cost estimates, budget statements, and reports from the mission staff, contractor financial and workforce statements, and overall mission plans to develop forecasts for the R&D, workforce, and travel budget funding of missions. Duties also include monitoring and controlling the obligation and expenditure of R&D and travel funds for mission purposes, monitoring and controlling workforce charges, monitoring contractor progress in meeting mission schedule commitments tied to business objectives, and reporting to Agency management on the status of mission funds and trends in the cost of attaining mission objectives.

Work requires the application of planning/programming methods and techniques to provide all general business management support required. It is necessary that the incumbent have a strong understanding of GSFC general business practices.

### ***Scope and Effect***

The purpose of the work is to provide professional business expertise in the development, acquisition, and completion of flight and ground segments constructed by private universities, other government agencies and foreign nationals, contractors, and GSFC in-house effort. Recommendations and decisions made by the incumbent facilitate the cost-effective achievement of obtaining and distributing financing for the missions, and successful completion of logistics, launch-site support, procurement support, and other general business tasks. Work involves assessing the cost effectiveness with which mission funds, equipment, and labor are used by private industry contractors, universities, GSFC, other government agencies, and foreign nationals.

### ***Personal Contacts***

The incumbent has telephone and face-to-face contacts on a regular basis with representatives of private industry, universities, foreign nationals, other NASA Centers, other government agencies that manufacture major aerospace systems and components, and Principal Investigators from the international scientific community. The incumbent also has frequent contacts with the Project Manager, the Program Business Manager, and Headquarters personnel.

The incumbent participates in decision-making sessions with program managers who have decision and policy-making authority from other organizational segments and agencies.

Financial and general business planning and status presentations are often made to all levels of Center management, and the incumbent supports mission management in presentations at GSFC and at NASA Headquarters.

***Purpose of Contacts***

Contacts with industry and universities and their representatives are for the purpose of obtaining their compliance with financial and mission schedules and deadlines concerning the manufacture and delivery of equipment. Funds may be withheld if deadlines are not met, or partial payment may be made. Likewise, contracts are made to ensure proper coordination of procurements, logistics, launch-site activities, public affairs, and other general business matters.

In meeting with mission managers, the incumbent actively makes suggestions and recommendations that effectively contribute to decision- and policy-making processes. He/she actively participates in the management of the missions by suggesting approaches to be taken and avenues to be explored when available information discloses unfavorable trends, situations, and deviations from plans in any business management function.

Contacts with other government agencies, other NASA Centers, and foreign nationals are for the purpose of establishing the financial, procurement, and reporting conditions for memoranda of understanding, suballotted funds, or interagency transfers of funds, and for coordinating logistics, launch-site activities, public affairs, and other general business functions. Contacts with the DCAS/DCAA are generally for evaluation of a contractor's proposal or operations.

***Physical Demands***

Most work is performed in an office while seated at a desk. Moderate physical effort is occasionally required during travel status when lifting suitcases and briefcases for short distances.

***Work Environment***

Work is performed in an office that is properly heated, lighted, and ventilated. The employee periodically visits other offices in the surrounding complex. Travel of more than 1 mile away from the worksite is normally by private automobile, common carrier, or other public conveyance.